

# Foundation, Insulation, and Engineer Letters

## Now Accepted Electronically

Development Services Department now accepts foundation, insulation, and engineer letters electronically. Submit your letter today by:

- 👷 Going to [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd) and reviewing Information Bulletin 133 (located under the “Resources” tab)
- 👷 Completing the 3d Party Residential Inspection Form (found in Information Bulletin 133) on your company’s letterhead
- 👷 Obtaining your engineer’s signature and seal
  - 👷 The seal should be visible and legible and contain both the engineer’s signature and printed name
- 👷 E-mailing your letter from your company’s e-mail account to [CallCenter@sanantonio.gov](mailto:CallCenter@sanantonio.gov)
- 👷 Development Services will post your letter within 24 hours



**DEVELOPMENT  
SERVICES**

**‘CAN DO’**

**SAVE YOU TIME AND  
MONEY**